PAF Processing Reminders

- Use the PAF's which are on the Ferris web site. The PAFs are located on the "Forms" link within the Human Resources webpage.

- Please refrain from sending copies of PAFs which have been submitted for processing. If a copy of a PAF will be taking the place of a lost original, there needs to be an identifier on the PAF such as the following:
  - Use this PAF for an original, the original PAF is lost

- This will help ensure we do not process duplicates and overpay employees.

- Verify information on the PAF before submitting for approval. Name and Banner ID must match to avoid paying the wrong employee. Example, we have multiple John Smith's please use additional data to determine you are using the correct banner ID on the PAF.

- Complete all required fields on the PAF. End date and FTE are needed to process the PAF correctly. If you place any of this information in the comments it can be overlooked. Please place the information in the fields provided to avoid confusion.

- If there is a comment relevant to payroll information please highlight.
  - To complete the FTE information, please calculate based on the formula:
  - Hours per week working/40 hours in a week = FTE
    - Example: 28hours working/40 hours in a week = .7 FTE
- Payroll Submission Deadline:
  - All PAFs received in Human Resources the Monday prior to the payroll week will be processed for that payroll. Any PAFs received after that cannot be guaranteed processing by the payroll date.
    - Example: For the Pay of Friday, August 22, 2014 PAFs must be received by Monday, August 11, 2014

NOTE: Please do not commit to paying employees on particular payroll dates if processing is not verified or does not meet the processing deadline. The Payroll Office has informed HR that all special checks processed with result in a $25 processing fee charged back to the department.